

# **Eucalyptus Grove Homeowners Annual Membership Meeting**

**January 8, 2015**

## **Minutes**

(Subject to Membership's approval)

The meeting was held at the Goleta Valley Community Center, 5679 Hollister Ave., Goleta, CA.

Craig Nicholson, Board President, called the meeting to order at 6:01 pm.

### **Other Board Members present:**

Joe Mora, Cathy Leyva, Jaime Escobedo, Howard Lange.

Also in attendance:

James Nguyen from Bartlein & Co., Inc.

### **Roll Call**

83 units were represented at the meeting by proxy or by attendance.

A quorum was not achieved (90 proxies/attendees required).

The Association Members present elected to proceed with this unofficial meeting. The adjourned meeting is scheduled for Thursday, Feb. 5, 2015, at 6:00 pm, to be held in the Assn. Meeting Room, 7610 Hollister Ave., Goleta, CA, at which time the Board, with its proxies, will ratify any actions taken at this evening's meeting.

### **Proof of Notice**

All owners of record were sent a Notice of Meeting on 11/19/14.

### **Prior Meeting Minutes**

The members present unanimously approved the minutes from last year's Annual Meeting and waived reading the Minutes.

### **Officer's Reports**

The **Treasurer's Report for 2014** was read, with the following year-end totals:

Total Revenue	\$820,553.29
Operating Expenses	403,852.46
Res. Expenditures	16,720.00
Savings Accts. Total	1,643,990.52

As of 12/31/14, the Association Reserve is 92.9% fully funded.

The Treasurer's Report was unanimously accepted as presented.

**Board President**, Craig Nicholson, noted some of the major projects completed in recent years: new roofs, bldgs. Repainted, new pool fence, foundation work, asphalt, drip conversion, landscaping renovation, healthy reserves. Possible upcoming work in the future: asphalt replacement and front gate entry system/kiosk.

Landscape projects such as conversion to drip irrigation were reported by Joe Mora.

### **Election of Board**

The 2-year term of two Board Members Cathy Leyva & Joe Mora expired at this meeting.

Two Association Members were **nominated** to serve two-year terms on the Board: Cathy Leyva and Joe Mora.

It was moved and seconded to close the nominations, waive the secret ballot requirement of the California Civil Code, and unanimously elect the slate (Cathy Leyva and Joe Mora). Motion unanimously **approved** by Owners in attendance.

### **Old Business**

No issues were addressed.

### **New Business**

The members present unanimously approved the “**Excess Funds Resolution**” and **ratified** the Board's actions taken in 2014.

The membership officially thanked the Board Members (“**Board Action Confirmation**”) for their dedication and hard work contributed to the Association throughout 2014.

### **Topics of Discussion** included:

- Schedule of drip conversion.
- Gate Kiosk.
- Fitness hours.

### **Adjournment**

The unofficial **2015 Annual Meeting** was adjourned at 6:45 pm. A short Board meeting followed immediately.

# Eucalyptus Grove Homeowners Association

## Board of Directors Meeting

January 8, 2015 (6PMish)

### Minutes

(Subject to Board of Director's approval)

The meeting was held at the Goleta Valley Community Center right after the Annual Meeting.

Craig Nicholson called the meeting to order at around 6:46 pm.

#### **Board Members present:**

Craig Nicholson, Jaime Escobedo, Howard Lange, Cathy Leyva, Joe Mora.  
James Nguyen from Bartlein & Company., Inc.

Request by Owners:

Gas line responsibility – each unit is responsible the gas pipe from the meter to the unit.  
James will remind everyone via the newsletter.

**Meeting Minutes:** The **December 11, 2014, Board Meeting minutes** were approved.  
Howard moved & Joe seconded. (Craig abstained as he was absent at the Dec Meeting).

#### **Treasurer's Report: (attached to agenda)**

	<b>Dec. 2014</b>	<b>YTD</b>
Total Income	68,879.15	815,660.63
Operating Expenditures	90,293.68	403,735.46
Reserve Expenditures	0.00	16,720.00
Total Expenditures	90,293.68	420,455.46
Transfer to Reserve	28,585.47	445,152.17
Transfer from Reserve	50,000.00	50,064.00
Total in Savings	1,638,990.52	
Total Assets	1,674,162.00	

Accounts receivable: \$30,171.48

Operating Expenses are approximately 4.5+% below budget schedule; The December Treasurer's Report was unanimously **accepted** as presented. (Howard moved & Cathy seconded).

**Landscape maintenance:** time to do another landscape renovation and drip conversion at 7606 & several nearby planters for \$7,425 (Howard moved & Cathy seconded, motion unanimously passed. Joe abstained).

#### **Old Business**

- **Resident Guidelines & Pet Policy:** revised sent on 11/20/14 to all owners; tabled.
- **7630 #244 sidewalk:** Jaime will talk with Bill Byars.

## New Business

- **Unit #345:** (J. Kronberg) had a tree fell on the roof and damaged her ceiling. Assoc took care of the removal of the branch and repaired the roof. Owner is asking the Assoc to pay for her \$1,000 insurance deductible for the interior damage. After discussion, Cathy moved and Jaime seconded to decline request. Unanimously denied.
- **Reviewing CC&R's:** AB 968 (Gordon) which will go into effect 1/1/17 attempts to clarify responsibility of maintain/repair common area and exclusive use common area and separate interest. Board will review CC&R's to possibly consider updating the whole document at the same time, if needed.
- **Statement of Information:** Board received annual copy of Statement of Information from Management.
- Recording liens: none.

The meeting was **adjourned** at around 7:25 pm.

The next Board meeting is scheduled for Thursday, February 5, 2015, 6:00 pm, at the Meeting Room at 7610 Hollister Ave, Goleta, CA.

# **Eucalyptus Grove Homeowners Association**

## **Board of Directors Meeting**

### **February 5, 2015 (6PM)**

#### **Minutes**

(Subject to Board of Director's approval)

The meeting was held at the Meeting Room in Bldg 7610 right after the adjourned meeting.

Craig Nicholson called the meeting to order at around 6:03 pm.

#### **Board Members present:**

Craig Nicholson, Jaime Escobedo, Howard Lange, Cathy Leyva, Joe Mora.

James Nguyen from Bartlein & Company., Inc.

Owner Present: Owen Roth (7606 #312).

**Election of Officers:** Howard moved & Cathy seconded to have same officers as last year. Unanimously passed. Craig Nicholson – President: Joe Mora – VP; Cathy Leyva – Secretary; Jaime Escobedo – Treasurer; Howard Lange – 2<sup>nd</sup> VP.

Request by Owners to be put on next month's agenda:

Extend Exercise Room Hours; mesh for carports; social events; attending other board meetings.

**Meeting Minutes:** The **January 8, 2015, Board Meeting minutes** were approved. Joe moved & Howard seconded.

#### **Treasurer's Report: (attached to agenda)**

Total Income	67,495.00	67,495.00
Operating Expenditures	24,488.56	24,488.56
Reserve Expenditures	0.00	0.00
Total Expenditures	24,488.56	24,488.56
Transfer to Reserve	43,006.44	43,006.44
Transfer from Reserve	0.00	0.00
Total in Savings	1,682,665.35	
Total Assets	1,717,378.51	
Due from Unit Owners	29,713.16	

Operating Expenses are approximately 2.7+% below budget schedule; The January Treasurer's Report was unanimously **accepted** as presented. (Cathy moved & Howard seconded).

**Landscape maintenance & proposals:** Landscape renovation and drip conversion at 7606 completed. Board approved the landscape renovation and drip conversion at 7640 & by the railroad tracks for \$5,660 (Joe abstained). Board reviewed Action Tree letter re Euc tree by 7632 #345 (overall in good health) and unanimously approved the safety pruning of same tree for \$475 as recommended.

Owner of 7632 #345 had removed several plants at her building and planted several plants in their place. James will notify her that she will be charged for their restoration.

## Old Business

- **Resident Guidelines & Pet Policy:** Howard moved & Joe seconded to approve and to send them out to owners. Unanimously approved.
- **7630 #244 sidewalk:** Jaime spoke with Bill Byars and no further action needed.
- **Request to remove Euc tree at 7632 #345:** Per Action Tree letter, tree is in good health and Board is having it pruned as recommended by Action Tree.
- **Reviewing CC&R's (AB 968):** Board members were given copy of the 4 pages pertaining to maintenance responsibilities and occupancy restrictions. Board will continue to review.

## New Business

- **7632 #350:** Soft spot on private balcony deck. Cathy moved & Howard seconded to repair as needed. Unanimously passed
- Recording liens: none.

The meeting was **adjourned** at around 7:25 pm to go into Executive Session (to discuss personnel and litigation).

The next Board meeting is scheduled for Thursday, March 12, 2015, 6:00 pm, at the Meeting Room at 7610 Hollister Ave, Goleta, CA.

# Eucalyptus Grove Homeowners Association

## Board of Directors Meeting

MARCH 12, 2015 (6PM)

### Minutes

(Subject to Board of Director's approval)

The meeting was held at the Grove Homeowners Association Meeting Room, 7610 Hollister Ave., Goleta, CA.

**Craig Nicholson, Board President**, called the meeting to order at 6:03pm.

#### Board Members present:

Jaime Escobedo, Howard Lange, Joe Mora, Cathy Leyva.

Also in attendance: Ruth Gross, owner and pool monitor.

James Nguyen from Bartlein & Company., Inc.

#### Owners request:

Ruth informed the Board that the new style of the gutters & downspouts do not match the original. Discussion of pros (easier to clean and flows better along with less expensive) and cons of new style. James will contact Action Roofing to see if there's a style that is closer to existing.

People in sauna after hours.

Broken sign at motorcycle parking areas.

**Meeting Minutes:** The **February 5, 2015, Meeting minutes** were **approved** as presented. (Jaime moved & Joe seconded).

<b>Treasurer's Report:</b>	<b>(Feb 2015)</b>	<b>YTD</b>
Total Income	69,734.81	137,229.81
Operating Expenditures	35,217.79	59,706.35
Reserve Expenditures	0.00	0.00
Total Expenditures	35,217.79	59,706.35
Transfer to Reserve	34,517.02	77,523.46
Transfer from Reserve	0.00	0.00
Total in Savings	1,717,827.35	
Total Assets	1,740,438.05	

Due from Unit Owners: \$17,610.70

James N. reported Operating Expenses are approximately 3% below budget schedule. The Treasurer's Report was unanimously **accepted** as presented. (Joe moved & Howard seconded).

Joe M. reported routine **landscape maintenance**, including tree planting and SB Pest tree treatment.

Proposed project for bldg. 7638 of landscape renovation and drip conversion for \$7,425. Board **approved** project, with Joe M. abstaining.

## Old Business

Items addressed:

- **Reviewing governing documents:** Price, Postel, Parma gave price of \$7,500 to update. Craig will obtain other bids.

## New Business

Items addressed:

- Extending Exercise Room hours: tabled.
- Mesh for carports: discussed and no further action planned.
- Social events: none planned for now.
- Attending board meetings: consideration given to attend South Coast HOA meetings.
- Pool signs: redundant signs on pool gate to be removed.
- Insurance coverage: next month, a representative from Timothy Cline ins agency will be present to discuss earthquake insurance.
- Gutters & downspouts: see owners request.

At this time, the Board convened in Executive Session.

The meeting was **adjourned** at around 7:44 pm.

The next Board meeting is scheduled for Thursday, April 9, 2015, 6:00 pm, at the Grove Homeowners Association Meeting Room, 7610 Hollister Ave., Goleta, CA.



# **Eucalyptus Grove Homeowners Association**

## **Board of Directors Meeting**

### **APRIL 9, 2015 (6PM)**

#### **Minutes**

(Subject to Board of Director's approval)

The meeting was held at the Grove Homeowners Association Meeting Room, 7610 Hollister Ave., Goleta, CA.

**Craig Nicholson, Board President**, called the meeting to order at 6:01pm.

#### **Board Members present:**

Jaime Escobedo, Joe Mora (left at 6:49PM & returned at 7:16PM), Cathy Leyva.  
(Board member absent was Howard Lange).

Also in attendance: Jose Tapia-Glez & Ryan from Timothy Cline Insurance Agency.  
Owners in attendance: Sonia Dunn #309.

James Nguyen from Bartlein & Company., Inc.

#### **Earthquake insurance policy reviewed**

Jose & Ryan reviewed and explained the earthquake insurance policy and answered all the board members' questions.

#### **Owners request:**

Sonia discussed the parking issue and unsightly vehicles.

**Meeting Minutes:** The **March 12, 2015, Meeting minutes** were **approved** as presented.  
(Jaime moved & Joe seconded).

<b>Treasurer's Report:</b>	<b>(Mar 2015)</b>	<b>YTD</b>
Total Income	67,245.00	204,474.81
Operating Expenditures	60,204.06	119,910.41
Reserve Expenditures	6,973.84	6,973.84
Total Expenditures	67,177.90	126,884.25
Transfer to Reserve	29,433.10	106,956.56
Transfer from Reserve	30,990.00	30,990.00
Total in Savings	1,716,996.50	
Total Assets	1,739,261.72	

Due from Unit Owners: \$17,265.22

Jaime reported Operating Expenses are approximately 2.6% above budget schedule. The Treasurer's Report was unanimously **accepted** as presented. (Joe moved & Cathy seconded).

Joe M. reported routine **landscape maintenance**; rebate submitted; possible converting lawn to drought tolerant plants

Board approved Action Tree to remove heavy limbs above 7620 #219 & 222 for \$1,175.

## Old Business

Items addressed:

- **Gutters & downspouts:** Board reviewed email from Action Roofing; James to have downspout by Ruth's unit (\$332) moved closer to the trim. Board approved the payment of previous gutters & downspout work.
- **Social events:** tabled.
- **Extending Exercise Rm Hours:** tabled.
- **Insurance coverage:** see above.
- **Reviewing governing documents:** Price, Postel, Parma gave price of \$7,500 to update. Craig spoke with a few firms – Lowenthal; Ballentyne; and Chip Oxtan. No action taken. James will resend the gov docs to Board.

## New Business

Items addressed:

- **Staircase to #350:** Board approved to repair (Cathy moved & Joe seconded).
- **Walkway at 7606 #209:** Board approved Enviroscaping to replace both sections for \$1,700; Joe abstained.
- **Pool signs:** Redundant signs removed.
- **Exercise equipment:** OK to have Mark's Fitness to check Exercise Equipment.
- **Marborg free pick up:** Board will have it scheduled for week of 6/12-6/15.
- **Soft water at #312:** unit owner may have Board's permission as long as it's inside the unit and behind closed doors.
- **Possible insurance claims due to water damage:** Around the weekend of Valentine's Day, Unit #265 had a leak from kitchen angle stop into his bedroom below. Unit owner is repairing the damaged himself. Last week, Unit #131, had a leak from upstairs pipe in the crawl space. Remediation included removal of drywall and insulation. No action taken by Board at this time.
- **Parking:** tabled.
- **Recording liens:** none at this time.

At this time, the Board convened in Executive Session.

The meeting was **adjourned** at around 7:46 pm.

The next Board meeting is scheduled for Thursday, May 14, 2015, 6:00 pm, at the Grove Homeowners Association Meeting Room, 7610 Hollister Ave., Goleta, CA.

# Eucalyptus Grove Homeowners Association

## Board of Directors Meeting

MAY 14, 2015 (6PM)

### Minutes

(Subject to Board of Director's approval)

The meeting was held at the Grove Homeowners Association Meeting Room, 7610 Hollister Ave., Goleta, CA.

**Craig Nicholson, Board President**, called the meeting to order at 6:03pm.

#### Board Members present:

Joe Mora, Howard Lange.

(Board members absent were Cathy Leyva and Jaime Escobedo).

Owners in attendance: Ashley Flores #341, Nancy Arkin #356, Christine Hall #351.

Management: James Nguyen from Bartlein & Company., Inc.

#### Owners requests:

Ashley Flores of #341 - would like to have exchange soft water tank for medical purposes (provided note from doctor) and currently, the tank is sitting outside next to the row of pressure regulators by #241 front door. Rayne Water will not deliver into unit so tank needs to be outside. Board tabled for next month and will review at June Meeting.

Nancy Arkin of #356 - new owner and asked for permission to install new white vinyl windows with no grid patterns (Joe moved & Howard seconded to approve request; unanimously passed). The front black door and bike brackets with pulleys were installed by previous owner. Board unanimously approved the re-painting of front door to white and removal of the bike brackets with pulleys in ceiling at HOA's expense.

Christine Hall of #351 - commented on Assoc rules to be made on case by case and with possible exceptions.

**Meeting Minutes:** The **April 9, 2015, Meeting minutes** were **approved** as presented. (Joe moved & Howard seconded).

#### Treasurer's Report

	April 2015	
	<b>Apr-15</b>	<b>YTD</b>
Total Income	68,000.00	272,474.81
Operating Expenditures	21,356.03	141,266.44
Reserve Expenditures	0.00	6,973.84
Total Expenditures	21,356.03	148,240.28
Transfer to Reserve	46,643.97	153,600.53
Transfer from Reserve	0.00	30,990.00
Total in Savings	1,764,327.97	
Total Assets	1,786,507.90	
Due from Unit Owners:	\$17,179.93	

Operating Expenses are approximately 0.8+% below budget schedule. The Treasurer's Report was unanimously **accepted** as presented. (Joe moved & Howard seconded).

Joe M. reported routine **landscape maintenance**; 7638 & 7640 have been converted to

drip along with landscape renovation. Board unanimously approved payment of \$7,425 & \$5,660 to Enviroscaping (Joe abstained), proposals to renovate and convert to drip system at 7626 & 7624 and 7636 unanimously approved (Joe abstained), and landscape maintenance renewal contract with Enviroscaping with 3% increase.

## Old Business

Items addressed:

- **Gutters & downspouts:** James to set up meeting with Action Roofing and Craig to redo the gutter work at 7626 #331.
- **Social events:** tabled.
- **Extending Exercise Rm Hours:** no action taken; to be dropped from agenda.
- **Reviewing governing documents:** Price, Postel, Parma gave price of \$7,500 to update. Craig has spoken with other attorneys. Tabled.
- **Marborg free pick up:** James to schedule for 6/12/15 - 6/15/15; roll-off dumpster to be put in Phase 3 Parking.
- **Windows at #244 (no grid patterns):** Assoc records show that owners did receive Board approval to have no grid patterns on windows.

## New Business

Items addressed:

- **Request for new windows at #356:** see above approval.
- **Request for new door at #249:** Board unanimously approved the new door per specs with exterior side painted white (Howard moved & Joe seconded).
- **Exercise equipment:** OK to have Mark's Fitness to check Exercise Equipment.
- **Marborg free pick up:** Board will have it scheduled for week of 6/12-6/15.
- **Soft water at #312:** unit owner may have Board's permission as long as it's inside the unit and behind closed doors.
- **Possible insurance claims due to water damage:** Around the weekend of Valentine's Day, Unit #265 had a leak from kitchen angle stop into his bedroom below. Unit owner is repairing the damaged himself. Last month, Unit #131, had a leak from upstairs pipe in the crawl space. Remediation included removal of drywall and insulation. No action taken by Board at this time.
- **Parking:** returning the handicapped space in Phase 1 back to a 24hr spot after checking with person who intermittently uses it.
- **Water softener exchange tank for #341:** see above.
- **Exterior survey / walk around:** Board members will do.
- **Recording liens:** none at this time.
- **Letter received re companion/emotional support dog for #116:** Association just rec'd letter from the Dept of VA prescribing a dog (white pit bull) for unit owner.

At this time, the Board convened in Executive Session.

The meeting was **adjourned** at around 7:45 pm.

The next Board meeting is scheduled for Thursday, June 11, 2015, 6:00 pm, at the Grove Homeowners Association Meeting Room, 7610 Hollister Ave., Goleta, CA.

# **Eucalyptus Grove Homeowners Association**

## **Board of Directors Meeting**

### **JUNE 11, 2015 (6PM)**

#### **Minutes**

(Subject to Board of Director's approval)

The meeting was held at the Grove Homeowners Association Meeting Room, 7610 Hollister Ave., Goleta, CA.

**Craig Nicholson, Board President**, called the meeting to order at 6:04pm.

#### **Board Members present:**

Joe Mora, Howard Lange, Jaime Escobedo.

(Board members absent was Cathy Leyva).

Owners in attendance: Ashley Flores #341, new owner of #127.

Management: James Nguyen from Bartlein & Company., Inc.

Ms. Tiffany Merlo of Bustamante & Willis Insurance Agency.

Insurance Agent, Tiffany Merlo, reviewed the current insurance coverage and answered Board's questions. Recommended to Board to increase coverage to \$225/sq ft. She will provide quotes for various amounts to Board for consideration.

#### **Owners requests:**

Ashley Flores of #341 - returned from last month. She would like to have exchange soft water tank for medical purposes (provided note from doctor) and currently, the tank is sitting outside next to the row of pressure regulators by #241 front door. Rayne Water will not deliver into unit so tank needs to be outside. Board approved to do once Joe meets with her and/or Rayne to have tank installed behind the nearby staircase with pipe buried under ground. Owner to restore area where exchange tank was.

Ferda Reinstead, new owner of 7634 #127, had planted some Eugenias outside of front patio without proper authorization. Joe will check and, most likely replace, when it's time to renovate landscape at this building. In the meantime, plants can remain for now.

**Meeting Minutes:** The **May 14, 2015, Meeting minutes** were **approved** as presented. (Howard moved & Joe seconded).

#### **Treasurer's Report**

	May 2015	
	<b>May-15</b>	<b>YTD</b>
Total Income	64,147.90	336,622.71
Operating Expenditures	33,837.90	175,104.34
Reserve Expenditures	1,175.00	8,148.84
Total Expenditures	35,012.90	183,253.18
Transfer to Reserve	29,135.00	182,735.53
Transfer from Reserve	0.00	30,990.00
Total in Savings	1,794,186.69	
Total Assets	1,816,691.39	

Due from Unit Owners: \$17,504.70

Operating Expenses are approximately 1.5+% below budget schedule. The Treasurer's Report was unanimously **accepted** as presented. (Joe moved & Howard seconded).

Joe M. reported leak found under Bldg 7630 from a supply line of a unit. Unit owner was notified. Split rail fence by 7634 needs to be repaired. Rebate of \$2,000 received from Goleta Water District. Renovation and conversion to drip system at 7626 & 7624 and 7636 in progress. Possible more rebate funds available from GWD.

## Old Business

Items addressed:

- **Gutters & downspouts:** James and Craig met with Action Roofing re the gutter work at 7626 #331. Situation rectified. Needs to be painted.
- **Social events:** tabled. Howard would like to establish a welcoming committee.
- **Insurance coverage:** Board will review proposal.
- **Reviewing & updating governing documents:** Craig has spoken with about 7 attorneys and recommended The Egenolf Group. Their proposal for a flat \$4K fee with a deposit of \$2K. Joe moved & Jaime seconded to accept their proposal. Unanimous.
- **Marborg free pick up:** Marborg to deliver large dumpster (6/12/15 - 6/16/15) in Phase 3 Parking.
- **Unit #341 water exchange tank:** see above.
- **Exercise Room equipment check up:** Mark's Fitness was scheduled to do earlier today.
- **Handicapped space in Phase #I:** James to check note sent to #256 when the original request was made by Unit owner. Owner had mentioned that at the end of the month, he will no longer need this parking space. There's another resident in Phase I that uses space that has a handicapped tag.

## New Business

Items addressed:

- **Front door at #225:** unauthorized as it has too much glass surface. Next newsletter to include an article about unauthorized modifications noted and Board will ask unit owners to rectify situation.
- **Companion pet at #116:** Board received letter from a VA doctor prescribing a pet for companion and emotional support dog. Board unanimously approved subject to pet proper behavior.
- **Parking:** see handicapped parking above.
- **Recording liens:** none at this time.
- **Summary of last month Executive Session:** litigation re trip & fall case.

At this time, the Board convened in Executive Session re litigation.

The meeting was **adjourned** at around 7:42 pm.

The next Board meeting is scheduled for Thursday, July 9, 2015, 6:00 pm, at the Grove Homeowners Association Meeting Room, 7610 Hollister Ave., Goleta, CA.

# **Eucalyptus Grove Homeowners Association**

## **Board of Directors Meeting**

### **JULY 9, 2015 (6PM)**

#### **Minutes**

(Subject to Board of Director's approval)

The meeting was held at the Grove Homeowners Association Meeting Room, 7610 Hollister Ave., Goleta, CA.

**Craig Nicholson, Board President**, called the meeting to order at 6:02pm.

#### **Other Board Members present:**

Joe Mora, Cathy Leyva, Jaime Escobedo.

(Board members absent was Howard Lange).

Management: James Nguyen from Bartlein & Company., Inc.

#### **Owners requests: (none)**

**Meeting Minutes:** The **June 11, 2015, Meeting minutes** were **approved** as presented. (Joe moved & Jaime seconded). Cathy abstained.

#### **Treasurer's Report**

June 2015

Total Income	67,240.00	403,862.71
Operating Expenditures	18,786.30	193,890.64
Reserve Expenditures	1,949.20	10,098.04
Total Expenditures	20,735.50	203,988.68
Transfer to Reserve	46,504.50	229,240.03
Transfer from Reserve	0.00	30,990.00
Total in Savings	1,841,438.89	
Total Assets	1,864,367.91	

Due from Unit Owners: \$17,929.02

Operating Expenses are approximately 5.4+% below budget schedule. The Treasurer's Report was unanimously **accepted** as presented. (Joe moved & Cathy seconded).

#### **Landscape:**

Joe M. reported that Bldg 7636 landscape renovation should be done tomorrow. Bldgs 7624 & 7626 will start tomorrow with the renovation. GWD should be giving a rebate of \$2K to the Association. For the removal of the lawns and for 7634, the Assoc may get \$5K from GWD. Ant traps ordered. He's meeting with #341 re placement of the water exchange tank soon. The car wash area has been capped off due to the drought.

#### **Old Business**

Items addressed:

- Updating governing documents: Board confirmed to proceed with the Egenolf Group and authorized to pay them \$2K as a deposit.
- Insurance coverage: more information / clarification needed.

- Water softener for #341 exchange tank: Joe authorized to make decision where to locate the tank.
- Exercise Room equipment: to have the equipment checked on an annual basis.
- Handicapped space by 7630: Board approved to convert it back to 24 hr space. (Cathy moved & Joe seconded).

## **New Business**

Items addressed:

- **Front door at #225:** unauthorized as it has too much glass surface. Send letter to unit owners that door is non-compliant and to provide approval letter if any.
- Front gate system: to invite Don Van Buren to attend next meeting with new proposal for new gate system.
- **Recording liens:** none at this time.
- **Summary of last month Executive Session:** litigation re trip & fall case.

At this time, the Board convened in Executive Session re litigation & personnel.

The meeting was **adjourned** at around 7:32 pm.

The next Board meeting is scheduled for Thursday, August 13, 2015, 6:00 pm, at the Grove Homeowners Association Meeting Room, 7610 Hollister Ave., Goleta, CA.



# Eucalyptus Grove Homeowners Association

## Board of Directors Meeting

### AUGUST 13, 2015 (6PM)

#### Minutes

(Subject to Board of Director's approval)

The meeting was held at the Grove Homeowners Association Meeting Room, 7610 Hollister Ave., Goleta, CA.

**Craig Nicholson, Board President**, called the meeting to order at 6pm.

#### Other Board Members present:

Joe Mora, Cathy Leyva, Jaime Escobedo, Howard Lange.

Management: James Nguyen from Bartlein & Company., Inc.

Guest: Don Van Buren of Consolidated Overhead Doors

Front gate entry system: Don reviewed and explained the current condition and the scope of work to deal with the front gate entry system. He also went over the possible scope of work that may include time to input information into the gate and programming it. Very rough price at this time is around \$10K+ depending on how much digging the potential difficulty of removing the directory with the name slats.

#### Owners requests:

Cathy: vehicles being dirtied by the large Tipuana in Phase 3.

Joe: dead plants in planter boxes at #213.

**Meeting Minutes:** The **July 9, 2015, Meeting minutes** were **approved** as presented. (Joe moved & Jaime seconded). Howard abstained.

#### Treasurer's Report

	July 2015	
	<b>Jul-15</b>	<b>YTD</b>
Total Income	66,771.00	470,633.71
Operating Expenditures	35,501.38	229,392.02
Reserve Expenditures	3,993.61	14,091.65
Total Expenditures	39,494.99	243,483.67
Transfer to Reserve	27,276.01	256,516.04
Transfer from Reserve	0.00	30,990.00
Total in Savings	1,869,526.47	
Total Assets	1,893,973.50	

Due from Unit Owners: \$19,447.03

Operating Expenses are approximately 6+% below budget schedule. The Treasurer's Report was unanimously **accepted** as presented. (Cathy moved & Howard seconded).

#### Landscape:

Joe M. reported that 7624 & 7626 landscape renovation should be done tomorrow and 'hope to get \$2K rebate from Goleta Water District. Board approved renovation of 7634 for \$7,720 and the 2 large parking lots for \$9,430 (Joe abstained). 'Hopefully, GWD will send a \$5K rebate check for this project.

## Old Business

Items addressed:

- **Updating governing documents:** Board to review governing documents.
- **Insurance coverage:** more information / clarification needed. Bo Willis was unable to be present today due to illness.
- **Water softener for #341** exchange tank: Joe has not heard from owner of #341 to meet. James to contact her to get together with Joe.
- **Handicapped space by #7630:** waiting for GPM to convert back to 24 hr space.
- **Front door at #225:** Board received request and photos of 3 different types of front doors from owner. Howard moved & Joe seconded to allow owner to choose any of the 3 options. Unanimously approved.

## New Business

Items addressed:

- **Front gate system:** Cathy moved & Joe seconded to proceed with the replacement of the front gate system (not to exceed \$13K). Unanimous.
- **Security door at #221:** owners request to install a white metal security screen door; request denied. Others in complex must be removed.
- **List of vendors:** James to prepare a list of vendors for Board.
- **Recording liens:** none at this time.
- **Executive Session:** personnel.

The meeting was **adjourned** at around 7:42 pm.

The next Board meeting is scheduled for Thursday, September 10, 2015, 6:00 pm, at the Grove Homeowners Association Meeting Room, 7610 Hollister Ave., Goleta, CA.

**EUCALYPTUS GROVE OWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**SEPTEMBER 10, 2015 (6PM)**  
**7610 Hollister Ave., Goleta (Meeting Room)**  
**(Subject to Board's approval)**

**Board members present:** Craig Nicholson, Joe Mora, Jaime Escobedo, Howard Lange. Absent was Cathy Leyva.

**Homeowners Present:** Teresa Stiff of #349 and Matthew Mora of #334.

**Management:** James Nguyen of Bartlein & Company, Inc.

**Others:** Bo Willis of Willis Insurance Agency.

**Call to Order:** Meeting called to order at 6PM.

Discussion of Insurance Coverage (excluding earthquake) with Bo Willis at various coverage amounts / options.

**Owners Requests:**

Teresa of #349: needing gate code to allow contractor into complex.

Matt Mora of #334: expressed interest in taking care of the lights, doing minutes, website, etc (same positions that Bill Bold did prior to his passing).

Approval of Minutes (8/13/15): Joe moved & Jaime seconded. Unanimously approved.

**Treasurer's Report**

	<b>August 2105</b>	<b>YTD</b>
Total Income	\$69,330.00	539,963.71
Op. Expenses	26,520.51	255,912.53
Reserve Expenditures	2,884.32	16,975.97
Total Expenditures	29,404.83	272,888.50
Transfer to Reserve	39,925.17	296,441.21
Transfer from Reserve	00.00	30,990.00
Balance in Savings	\$1,910,286.65	
Due from Unit Owners	\$19,469.97	
Total Assets	\$1,934,756.62	

Operating Expenses are about 18+%+ under on cash basis.

Treasurer's Report unanimously accepted.

Landscape Report: Joe reported that renovation at the parking lots is done. There are a few small areas left along with 7634. He will soon be meeting with Goleta Water District.

**Old Business:**

- a) Updating governing documents: tabled for now.
- b) Insurance coverage: James to obtain 2 more bids for Board to review and compare.
- c) #341 water softener: Joe has met with owner to go over where exchange tank is allowed to be placed.
- d) Front gate system: Consolidated Overhead has not submitted updated proposal.

**New Business:**

- a) Security screen doors: All metal screen doors are not approved. James instructed to write letter to each unit asking to show proof of Board's approval. Otherwise, owners must remove and install approved standard screen doors.
- b) List of vendors: provided to Board.
- c) Pool bath doors: Received bid to replace from Beachside for new metal doors. Craig would like to see a bid for wooden doors but properly sealed.
- d) Position to replace bulbs: James to publish position available in newsletter.
- e) December meeting to be held on 12/17/15, at 6PM.
- f) Annual review or audit & tax returns: Board approved Purdy, CPA, to do audit and tax returns.
- g) Recording liens: none at this time.

Summary of last month's Executive Session: Personnel -- resignation received.

Next meeting 10/8/15, at 6PM, at Meeting Room at 7610 Hollister.

Meeting adjourned at around 7:45PM.

**EUCALYPTUS GROVE OWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**OCTOBER 8, 2015 (6PM)**  
**7610 Hollister Ave., Goleta (Meeting Room)**  
**(Subject to Board's approval)**

**Board members present:** Craig Nicholson, Joe Mora, Cathy Leyva, Howard Lange. Absent was Jaime Escobedo.

**Homeowners Present:** Teresa Stiff of #349, Robert Caldwell of #336, Pritvi Johal of #219, Naseem & Teresa Aziz of #365, and Kate Bruhn of #258.

**Management:** James Nguyen of Bartlein & Company, Inc.

**Others:** Jose Glez & Ryan Gesell of Timothy Cline Insurance Agency.

**Call to Order:** Meeting called to order at around 6:01PM.

Discussion of Insurance Coverage (excluding earthquake) with Jose & Ryan regarding quotes at various coverage amounts / options.

**Owners Requests:**

Robert of #336: received letter re all glass front screen door that was installed by previous owner over 12+ years ago. Board approved all glass secondary door.

Prithvi of #219: Request made for water softener. Worker was digging up common area to install pipe from meter to water heater closet. Work stopped when board members discovered. Owner received approval to install pipe under building or if it's completely inside his water heater closet.

Naseem & Tersesa of #365 – received letter re unauthorized metal security screen door. They will replaced and wanted to know which style is approved.

Teresa of #349: wanted to know of Jacuzzi repair. Board explained.

Kate of #258: status of Jacuzzi repair and the sign about no playing in creekbed.

Approval of Minutes (9/10/15): Joe moved & Howard seconded. Unanimously approved.

**Treasurer's Report**

	<b>Sept 2105</b>	<b>YTD</b>
Total Income	\$64,170.00	\$ 604,133.71
Op. Expenses	31,382.20	287,294.73
Reserve Expenditures	0.00	16,975.97
Total Expenditures	31,382.20	304,270.70
Transfer to Reserve	32,787.80	329,229.01
Transfer from Reserve	00.00	30,990.00
Balance in Savings	\$1,943,905.76	
Due from Unit Owners	\$20,953.58	
Total Assets	\$1,969,859.34	

Operating Expenses are about 9+%+ under on cash basis.

Treasurer's Report unanimously accepted. (Kathy moved & Joe seconded).

Landscape Report & Proposals: Joe reported that renovation for the last bldg. at 7364 is being done. Submitted proposal to renovate lawn areas and planters along Hollister for \$12,160. (Howard moved & Cathy seconded. Unanimously approved. Joe abstained). He has submitted forms to get rebate from Goleta Water District.

### **Old Business:**

- a) Updating governing documents: tabled for now.
- b) Insurance coverage: Board discussed Timothy Cline's quote and State Farm quote. After discussion, Joe moved & Cathy seconded to accept Timothy Cline's quote (\$52,272,600 or 300 sq. ft, \$1M / \$2M general liability, \$10M umbrella, D& O \$1M, Fidelity Bond \$2.5M, workers comp, 10% building ordinance). Unanimously approved.
- c) Front gate system: Consolidated Overhead submitted a proposal for \$10,500 + an allowance of \$1,000 for converting files from one system to the new. Cathy moved & Howard seconded to accept proposal (with the \$1,000 as an option). Unanimously approved.
- d) Security screen doors – letters sent and, consequently, owners are responding.
- e) Pool bath doors – tabled.
- f) Position to replace bulbs, take minutes, deal with front gate system, website, etc. - Howard moved & Cathy seconded to hire Matt Mora at same rate as Bill Bold. (Joe abstained). Approved.

### **New Business:**

- a) Request for reimbursement of \$390.66 by #101 for cleaning the main line. Joe moved & Cathy seconded to approve. Unanimous.
- b) Pool / Jacuzzi light & conduit repair: Cathy moved & Joe seconded to have Beachside proceed with their proposal #8511 for \$3,840. Unanimous.
- c) Towing – authorizing residents to call Smitty's Towing directly when someone is parked in their spot. Joe moved & Cathy seconded). Unanimously approved.
- d) Annual Audit and tax returns: Engagement letter signed by Craig.
- e) Annual meeting: scheduled for 1/14/16, at 6PM, at Goleta Valley Community Center (term expiring: Craig, Howard, Jaime).
- f) Recording liens: none at this time.

Summary of last month's Executive Session: Personnel – pay rate.

Next meeting 11/12/15, at 6PM, at Meeting Room at 7610 Hollister.

Meeting adjourned at around 8:45PM.

**EUCALYPTUS GROVE OWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**NOVEMBER 12, 2015 (6PM)**  
**7610 Hollister Ave., Goleta (Meeting Room)**  
**(Subject to Board's Approval)**

**Board members present:** Craig Nicholson, Joe Mora, Cathy Leyva, Howard Lange, Jaime Escobedo.

**Homeowners present:** Carolyn Finney of #316, and Nassem Aziz of #365

**Management:** James Nguyen of Bartlein & Company, Inc.

**Scribe:** Matt Mora

**Call to Order:** Meeting called to order at around 6:01PM

**Owners Requests:**

Carolyn of #316: Request to install retractable screen door to front door. Cathy moved & Howard seconded. Unanimously approved.

Naseem of #365: Request to install new screen door to front door. Joe moved Jaime seconded. Unanimously approved.

**Approval of Minutes:**

Approval of minutes (10/8/15): Joe moved & Howard seconded. Unanimously approved.

**Treasurer's Report:**

	<b>Oct 2015</b>	<b>YTD</b>
Total Income	\$71,087.80	\$675,133.71
Op. Expenses	76,024.59	363,319.32
Reserve Expenditures	0.00	16,975.97
Total Expenditures	76,024.59	380,295.29
Transfer to Reserve	35,063.21	364,292.22
Transfer from Reserve	40,000.00	70,990.00
Balance in Savings	\$1,939,799.92	
Due from Unit Owners	\$19,020.57	
Total Assets	\$1,963,820.49	

Operating Expenses are about 0.2+% over budget on cash basis

Treasurer's Report unanimously accepted (Kathy moved & Joe seconded)

**Landscape Report:**

Per Joe, removal of lawns underway and on schedule; Jose Soto (gardener) complaining of bird feeder at 7628 building creating a rodent problem.

**Old Business:**

- a. Updating governing documents: tabled for now.
- b. Insurance coverage resolution from Dongbu carrier covering to original builders specs. Joe moved to approve, Howard seconded. Unanimously approved.
- c. New front gate system to be installed starting next week.
- d. Pool bath doors: Joe moved and Jaime seconded to accept the Beachside proposal for new fiberglass doors for the amount of \$ 2,780. Unanimously approved.
- e. Jacuzzi light and conduit repair completed by Beachside.

**New Business**

- a. Draft of proposed 2016 budget discussed at length by board. Joe moved, Cathy seconded to approve proposed budget as presented (monthly fees to remain the same). Unanimously approved
- b. Bike racks in regards to old/abandoned bikes. Bike racks too full; association to purge sometime next spring; announcement in future newsletters.
- c. Annual meeting scheduled for 1/14/16 at 6PM at GVCC (term expiring: Craig, Howard, Jaime). Notice / Proxy to be sent out with SASE.
- d. Wood repairs needed Cathy moved and Joe seconded the approval of Beachsides bid for rear balcony repair at unit #304 for amount of \$2,460.00 and the bid for mid landing repair at unit #358 for \$880. Approved unanimously.
- e. Recording Liens: none at this time.
- f. It was unanimously agreed to start Matt Mora on 11/1/15.

**Next Meeting 12/17/15** at 6PM, at Meeting Room at 7610 Hollister.

Meeting adjourned at 7:42PM

Submitted by Matt Mora, Scribe.



**EUCALYPTUS GROVE OWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**DECEMBER 17, 2015 (6PM)**  
**7610 Hollister Ave., Goleta (Meeting Room)**  
**(Subject to Board's Approval)**

**Board members present:** Craig Nicholson, Joe Mora, Cathy Leyva, Howard Lange, Jaime Escobedo.

**Homeowners present:** Ms. Xie of #222; Ed & Denice Cora of #109.

**Management:** James Nguyen of Bartlein & Company, Inc.

**Call to Order:** Meeting called to order at around 6:01PM

**Owners Requests:**

Ms. Xie (#222) asked for permission to install mosquito screen/curtain around the patio and to install patio fence/lattice. After discussion, it was moved to table the screen/curtain request. Howard moved & Joe seconded to approve the patio fence/lattice per the Association's approved plan. Unanimously approved.

Ed & Denice Cora (#109) asked for permission to install new slider and windows, front door to match, install a 2nd bath door, new light interior fixtures, open a space from kitchen to living (cannot remove supporting post), and install grey tiles on their private patio. Joe moved & Howard seconded. Unanimously approved.

**Approval of Minutes:**

Approval of minutes (11/12/15): Cathy moved & Joe seconded. Unanimously approved.

**Treasurer's Report:**

	<b>Nov 2015</b>	<b>YTD</b>
Total Income	\$59,433.50	\$734,655.01
Op. Expenses	80,502.58	443,821.90
Reserve Expenditures	0.00	16,975.97
Total Expenditures	80,502.58	460,797.87
Transfer to Reserve	18,930.92	383,223.14
Transfer from Reserve	40,000.00	110,990.00
Balance in Savings	\$1,919,631.16	
Due from Unit Owners	\$19,730.03	
Total Assets	\$1,944,361.19	

Operating Expenses are about 11+% over budget on cash basis

Treasurer's Report unanimously accepted (Howard moved & Cathy seconded)

**Landscape Report:**

Per Joe, discussion of installation of boulders and mulch. Euc branch fell at 7628 and clean up efforts. He's meeting with Action Tree to review the trees. Cleaning trash enclosures and planting new trees.

Vendor Evaluation: Board commended Enviroscaping for their work around the complex.

**Old Business:**

- a. Updating governing documents: tabled for now. Special board meeting to discuss this topic scheduled for 2/8/16, at 6PM, at Meeting Room.
- b. New front gate system to be installed starting next year
- c. Annual Meeting 1/14/16, at 6PM, at Goleta Valley Community Center.
- d. Screen doors - no further action at this time.
- e. Draft letter re handicapped parking space in Phase 1. Tabled for now.

**New Business**

- a. #222 request for exterior modification (see Owner's Request).
- b. #109 request for new windows, front door & other modification (see Owner's Request).
- c. Resolution to transfer funds from Reserve to Operating Acct to meet cash flow: it was noted the Operating Expenses have already exceeded this year's budget and there's another month to go. Joe moved & Jaime seconded to approve resolution, unanimously approved.
- d. Wood repairs needed: none noted at this time.
- e. Smoking Designated Areas: tabled.
- f. Gardener's holiday gift: some checks are coming in. Board preferred to have individuals give.
- g. Recording liens: none at this time.
- h. CHP planned station: Howard informed Board that CHP is planning to build a station between the school and the new development.

**Next Meeting 1/14/16** at 6PMish, right after the Annual Meeting at GVCC.

Meeting adjourned at around 7:45PM to go into Executive Session to discuss personnel matter.